NASA TechTracS

License Module Documentation

Table of Contents

Section	<u>Name</u>
Overview	004.01
Use of The Module	004.02
License List Screen	004.03
License Record Screen	004.04
General Information	004.04.01
Federal Reg. & Technologies	004.04.02
Royalties & Nature of Exclusivity	004.04.03
Royalty Distribution	004.04.04
License Reports	004.04.05
Chronology	004.04.06
Milestones	004.04.07
Module Related Tables	004.05
Notes and Contact Information	004.06

License Module Section: 004

Manual Style Conventoions

The following conventions are used throughout user documentation for easier readability:

Area or Action	Format	Example
Table Reference	A table reference is denoted by brackets before and after the table name.	[Technology]
Field Reference	A field reference is denoted by a table reference followed by the field name.	[Technology]Case Number
Values	Quotes are use to denote values.	"LAR-11001-1" [Technology]Case Number
Menu	Bold>With plain arrows> denoting the different> Levels.	From the File menu, select File > Page Setup
Button	Italics are used to denote buttons.	click the Cancel button
Methods	Methods are denoted by bold text.	TechOrgCodes
Variable	Variables are denoted by Bold Italic text.	vTTName (Which stands for the Tech Transfer Officer Name - ie "Jim Alberti")

NOTE: NASA TechTracS Expressions includes both methods and variables

Section: 004	License Module

Overview Section: 004.01

Overview

Licensing technologies from innovators to others and tracking of royalties from licensing.

Features

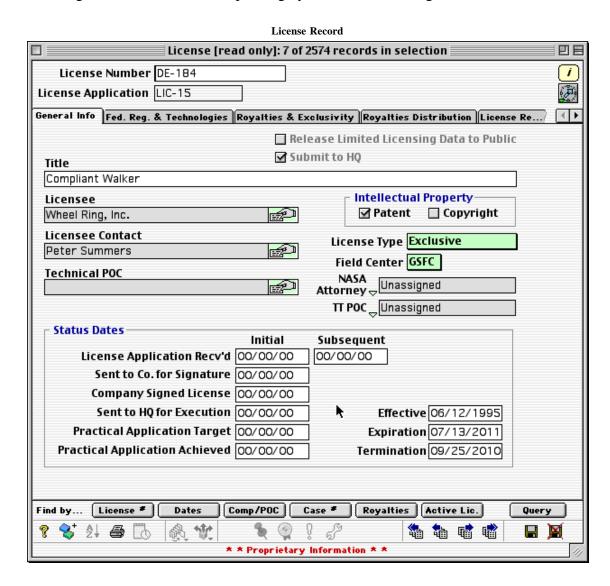
- Record Licensing information for technologies.
- Include Royalty information regarding the License.
- Include Links to Related Technologies in NASA TechTracS



Use of the Module Section: 004.02

Use of the Module

License records are entered through the License table of TechTracS with related records entered into the License Milestones, Chronology, Royalties, and other related tables in this process. Various letters are generated or selected for printing by the user concerning the license.



The first page of the License module input form is divided into two sections, a General section regarding the title, licensee, license type, number, and attorney and intellectual property/access information and a Status Dates section. Note: When the License Number at the top of the page is entered the field names Potential Licensee and Potential Licensee Contact will change to Licensee and Licensee Contact.

Section: 004.02 Use of the Module

Clicking "Submit to HQ" will allow NASA TechTracS to send the record to the Agency Wide database. Clicking "Release Limited License Data to NTAS" will allow the record to be sent from Agency Wide to Public.

In the control area of the first page of the License form, there are four buttons that will appear if the respective conditions are met. A blue thumb- tack will appear if there have been comments received regarding the License. A yellow seal will appear if there have been sublicensing royalties applied to the license. A wrench icon button will appear if there have been modifications to the license. And an exclamation point icon will appear if there are milestones to be viewed. Clicking any one of these buttons will take the user to the Chronology/Milestones page to view the relevant descriptions of these actions.

Automatic NASA TechTracS letters will be triggered if any of the following entries are made: License Type with License Application Received, Sent to Co. for signature, or Sent to HQ for Execution. The letters will appear for preview and modification if they are flagged "Modify First" in the Documents table.

License List Screen Section: 004.03

License List Screen

Using the standard NASA TechTracS list screen mechanism, this screen shows the License Application Number, License Number, Title fields and the Effective, Expiration, and Termination Date fields.

License List Screen 回日 License [read only]: 2574 records in selection License App License No. Termination Title Effective Expiration LIC-1 DN-855 03/22/1994 08/13/2012 00/00/00 Micro Pulse Laser Radar LIC-10 DN-853 Robot Cable-Compliant D 07/12/1993 07/12/2003 07/20/2010 LIC-11 DN-852 Robot Cable-Compliant D 07/01/1993 10/20/2010 11/20/2010 LIC-12 DN-849 Phase Discriminating Ca 11/13/1992 06/06/2011 10/21/2010 LIC-13 DN-844 Linear Magnetic Bearing 02/09/1989 09/25/2001 04/05/2010 LIC-14 DN-856 Capaciflector Camera/C 06/29/1994 12/13/2011 07/19/2000 LIC-15 DE-184 Compliant Walker 06/12/1995 07/13/2011 09/25/2010 LIC-16 DE-159 User Friendly Joystick 07/01/1993 02/10/2015 10/11/2001 LIC-17 00/00/00 00/00/00 Three-Dimensional Roller 00/00/00 LIC-18 DE-104 Low Intensity X-Ray and 11/29/1982 02/27/2007 03/01/2000 LIC-19 DE-095 Alkalai Metal Silicate Bin 10/28/1981 07/24/1996 00/00/00 LIC-2 06/09/2009 DE-168 Visual Aid for the Hearin 08/15/1994 06/09/2010 LIC-20 DN-905 Method for Coding Low E 10/28/1998 11/12/2017 00/00/00 LIC-21 DE-258 04/03/1998 03/10/2010 Conically Scanned Hologr 03/10/2012 LIC-22 DE-212 Transverse Mode Select 07/15/1996 01/01/2005 01/01/2001 LIC-23 DN-934 Computer Implemented 01/01/2001 02/05/2013 02/10/2010 LIC-24 DN-933 Computer Implemented 01/14/2000 06/10/2017 00/00/00 LIC-2455 LIC-2455 patent license test 01/05/1990 01/05/2001 01/04/2001 LIC-2456 LIC-2456 copyright license test 01/05/1990 01/05/2001 01/10/2001 LIC-2457 LIC-2457 patent and copyright te 01/05/1990 01/05/2001 01/10/2001 expiration date test LIC-2458 LIC-2458 01/05/1990 09/25/2001 01/01/2002 LIC-2459 jill-2459 00/00/00 00/00/00 00/00/00 LIC-2460 doug-2460 00/00/00 00/00/00 00/00/00 Find by... License * Comp/POC Dates Case # Royalties Active Lic. Query § 2↓

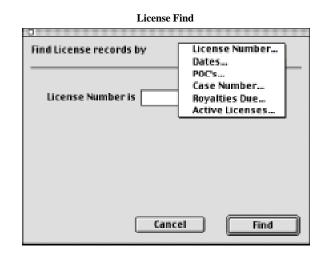
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Section: 004.03 License List Screen

Find

In addition to the standard query tools, Licenses may be queried using the custom Find utility:



Records may be found using:

License Number	Company	Case 1	Numb	oer
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Received Date Attorney Royalties Due Month/Year Effective Date Tech Point of Contact Active Licenses by Date

Expiration Date Company POC Termination Date Technical POC

Batch Update Routines

Recalculate Royalties Only available to users in DBA group, this Batch Update Routine recalculates the

following fields in the current selection of License records: *Initial_Fee_Received*, *Cumulative_Minimum_Royalty_Rcvd*, *Cumulative_Running_Royalty_Rcvd*,

Cumulative_Amount_Recvd.

Reset License Totals Only availabe to users in DBA group, this Batch Update Routine performs the

same function as the **Recalculate Royalties** Batch Update Routine and in addition recalculates the following fields in the current selection of License

records: Cumulative_To_Inventors, Cumulative_To_Center,

Cumulative_To_Other, Net_Sales, Amount_of_Units, Gross_Sales, Sublicensing_Royalties, Cumulative_Net_Sales, Cumulative_Units, Cumulative_Gross_Sales, Cumulative_Sublicensing_Royalti.

License Record Screen Section: 004.04

License Record Screen

The License Record Screen uses the standard NASA TechTracS record screen. It has seven data pages each of which is described in more detail in the following sections.

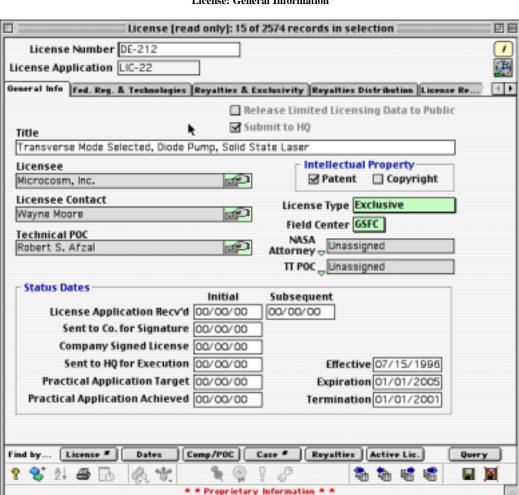
Section: 004.04	License Record Screen

General Information Section: 004.04.01

Overview

License records are entered through the License table of TechTracS with related records entered into the License Milestones, Chronology, Royalties, and other related tables in this process. Various letters are generated or selected for printing by the user concerning the license.

Functions



License: General Information

The first page of the License module input form is divided into two sections, a General section detailing the title, licensee, license type, number, and attorney and intellectual property/access information and a Status Dates section.

Section: 004.04.01 General Information

<u>Note:</u> When the License Number at the top of the page is entered the field names Potential Licensee and Potential Licensee Contact will change to Licensee and Licensee Contact.

Clicking "Submit to HQ" will allow NASA TechTracS to send the record to the AgencyWide database. Clicking "Release Limited License Data to NTAS" will allow the record to be sent from Agency Wide to Public.

In the control area of the first page of the License form, there are four buttons that will appear if the respective conditions are met. A blue thumb- tack will appear if there have been comments received regarding the License. A yellow seal will appear if there have been sublicensing royalties applied to the license. A wrench icon button will appear if there have been modifications to the license. And an exclamation point icon will appear if there are milestones to be viewed. Clicking any one of these buttons will take the user to the Chronology/Milestones page to view the relevant descriptions of these actions.

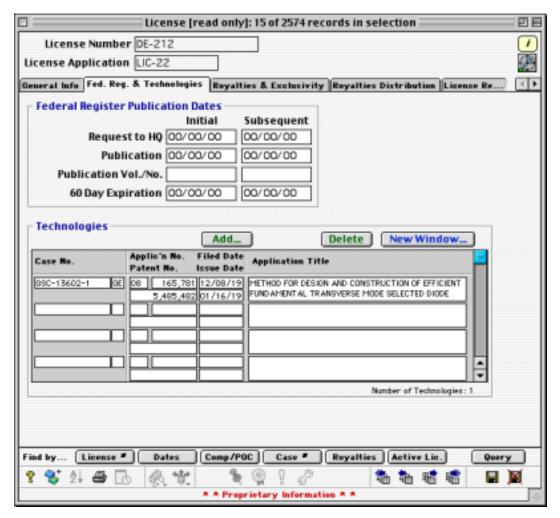
Automatic NASA TechTracS letters will be triggered if any of the following entries are made: License Type with License Application Received, Sent to Co. for signature, or Sent to HQ for Execution. The letters will appear for preview and modification if they are flagged "Modify First" in the Documents table.

Overview

The Federal Register and Technologies page of the License Record Screen is the second page of the License record.

Functions

License: Federal Register and Technologies



Section: 004.04.02

Section: 004.04.02

The second page of the License input form is also divided into two sections, status dates regarding Federal Register Publication and related Technologies. Clicking the Add button on this page will allow entry of related technologies. The user will be prompted for a case number of the related technology, which must already be in NASA TechTracS. The record may then be deleted with the *Delete* button. Note that this does not delete the technology record, only it's relation to this license record. Clicking the *New Window* button will allow a view of the Technology table independent of the current data session. This will take a minute to start the first time, but will be quick at any later request for a new data window.

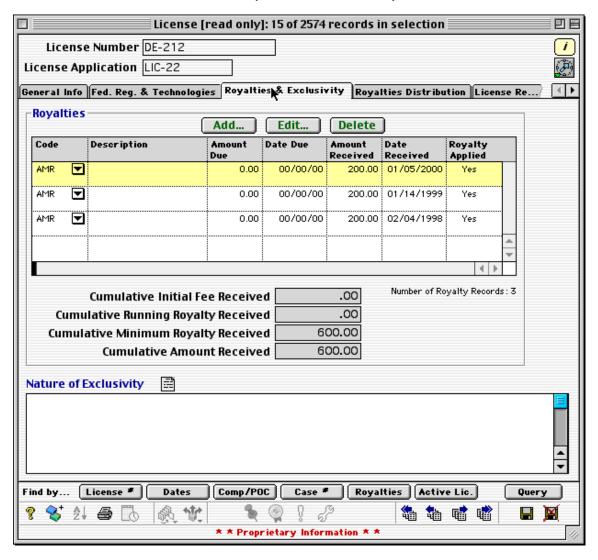
The new data window can be navigated like the window the user already has.

Overview

The Royalties & Nature of Exclusivity page of the License Record Screen is the third page of the License record.

Functions

License: Royalties & Nature of Exclusivity



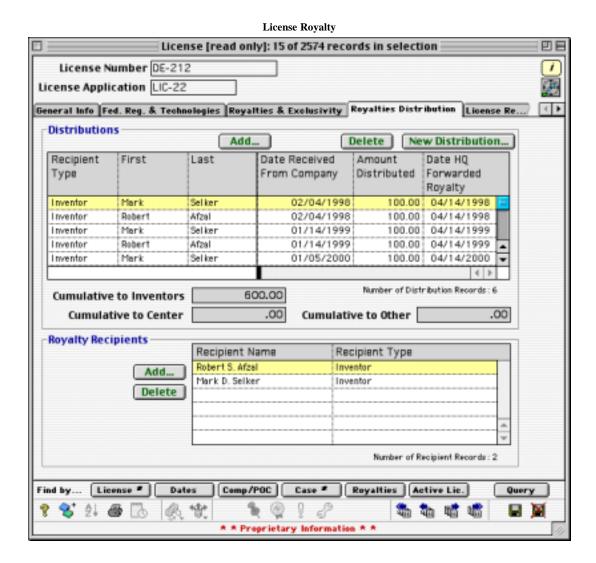
Section: 004.04.03

Section: 004.04.03

The third page of the License input form concerns royalty payments and the nature of the exclusivity of this license. Clicking Add inserts a new line of royalty data in the grid under the button. There is a popup in the first column of data with the following options: "IF" for Initial Fee, "AMR" for Annual Minimum Royalty, "RR" for Running Royalty, and "Other" for Other royalty. All four options update the "Cumulative Amount Received" while only the first three have their own independent cumulative totals represented. The totals will instantly reflect changes made to the "Amount Received" column. Also, if the type of a royalty is changed, the "Amount Received" will be added to the appropriate total. The columns of this grid can be resized as needed and a "column lock" can be dragged from the bottom left to prevent that column from scrolling horizontally.

With Mod67 a new boolean field, *Royalty Applied*, is available that indicates whether the distributions have been made for the royalty.

Clicking the Add or Edit button reveals the License Royalty Simple Input form.



Page 2

The fields that were modifiable in the scrollable list of the License screen are also available here. In addition, for reference purposes, a list of Royalty Recipients is presented.

Checking the *Royalty Applied* checkbox prompts the user to confirm that the royalty should be applied and, if acknowledged, creates the proper Royalty Distribution records for the selected Royalty and adjusts the YTD Distributions and Lifetimes Distributions in the associated [People] records.

Unchecking the *Royalty Applied* checkbox prompts the user to confirm that the royalty should be reversed and, if acknowledged, deletes the related Royalty Distribution records for the selected Royalty and adjusts the YTD Distributions and Lifetimes Distributions in the associated [People] records.

Section: 004.04.03

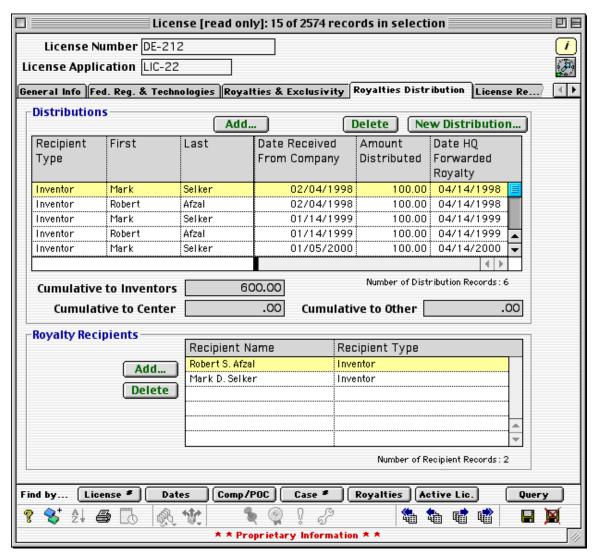
Section: 004.04.03	Royalties & Nature of Exclusivity

Overview

The Royalty Distribution page of the License Record Screen is the fourth page of the License record.

Functions

License: Royalty Distribution



Section: 004.04.04

Section: 004.04.04

This page has a section for adding Royalty Recipients and Royalty Distributions. If no recipients are displayed then use the Add button to add them. Clicking Add inserts a new blank line with a popup to select the type of recipient. Types are *Field Center* or *Innovator*. Selecting Innovator from the popup prompts the user for the name of the Innovator in a window where a matching innovator may be selected.

Once recipients are entered, they may be added to the distribution via the Add button above that area or the New Distribution button above that area. The Add button will display a list of available Recipients, while clicking the *New Distribution* button will add all of the available recipients to the distribution.

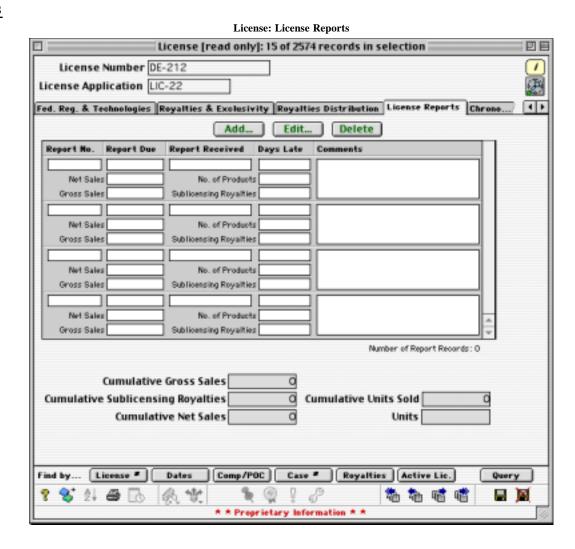
Totals for Inventor, Center, and Other are kept current during entry. The Other total is updated with distribution amounts applied to field centers that are different from the user's field center. The column widths of the two grids may be resized if necessary, and the column lock may be changed from its default third column.

License Reports Section: 004.04.05

Overview

The License Reports page of the License Record Screen is the fifth page of the License record.

Functions



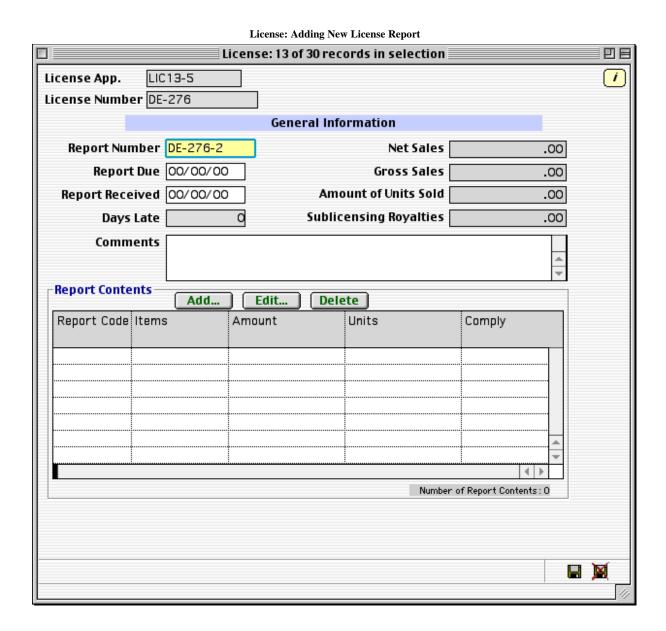
This page allows the entry of License Reports and reflects the totals for *Gross Sales*, *Sublicensing Royalties*, *Net Sales*, and *Units Sold*. The *Add*, *Edit*, and *Delete* buttons allow control of the records displayed in the License Reports scrollable area.

Section: 004.04.05 License Reports

Adding or Editing a License Report

The License Report input form has entry fields for *Due Date* and *Received Date* where the Days Late is calculated by NASA TechTracS upon entering into these two fields. If the report is late, the Days Late number will appear in red.

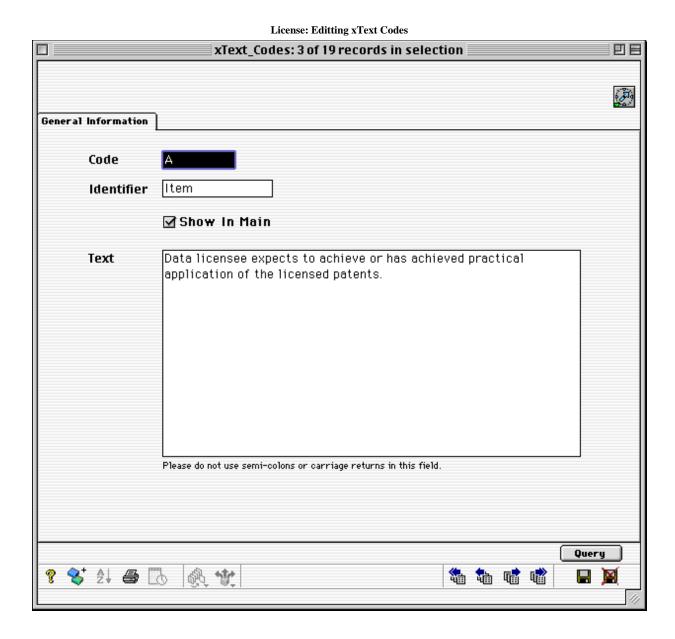
Report Contents may be added by clicking the *Add* button that will create a new empty line of data with popups for *Report Code*, *Item Type*, and *Unit*. The *Comply* column is changed by a double-click and will have the value of "Yes" or "No". The totals in the upper right corner of this form will be kept current during entry based upon the Report Code selected from the popup in the Report Contents section. Upon accepting this form the totals on page five of the License form will be updated from the totals on this form.



License Reports Section: 004.04.05

The *Report Contents* are identified by *Report Codes* and *Items*. NASA TechTracS has a set of sample data available for selection by the user in these popups as of this release. However, because the needs of each NASA TechTracS installation vary, a DBA may change the options in these popups via the [xTextCodes] table. In the [xTextCodes] table, there are currently two types of records, *Reports* and *Items*. This type indicates where the respective data can be applied when entering a Report Content record. When adding a new *Report Code* or *Item* the DBA should enter one of these types and select the checkbox for *Show In Main* for the new option to show up in the proper popup.

In addition, the user may add a custom Report Code or Item by selecting the "X? Add Other" item in either of the two popups. This custom Report Code or Item will then be available for use at any later date by selecting "X? Add Other" to get to the available custom options.

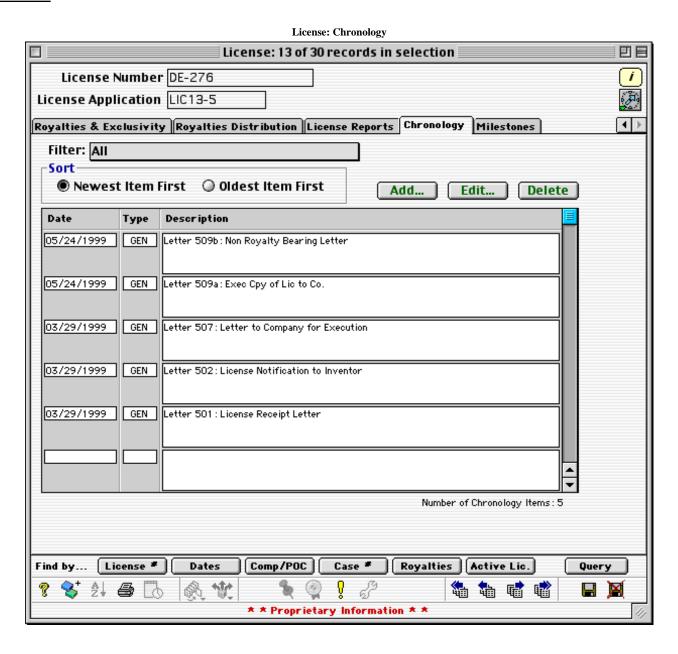


Section: 004.04.05 **License Reports** Chronology Section: 004.04.06

Overview

The Chronology page of the License Record Screen is the sixth page of the License record.

Functions



Section: 004.04.06 Chronology

This page contains a listing of all of the chronology data for the license and a filter for the user to specify the type of chronology to view. There is also a set of buttons to specify a sort order and *Add*, *Edit*, and *Delete* buttons to modify the chronologies. A chronology must be highlighted before it can be edited or deleted. Clicking *Add* prompts the user for the type of chronology and its respective text description. The types available are the following:

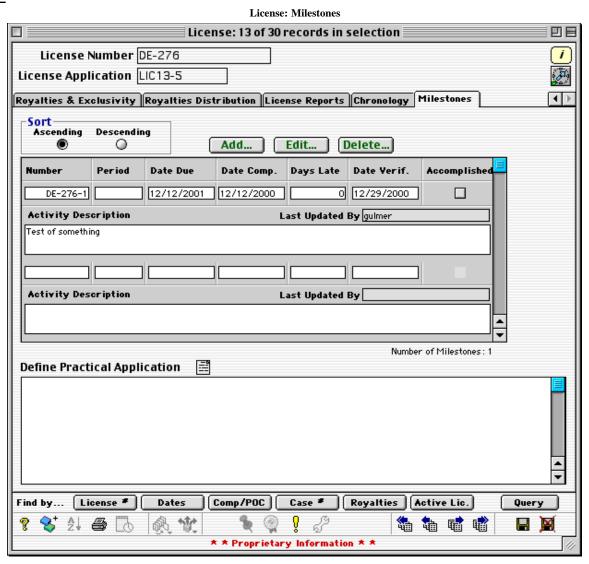
- ACI Action Item
- AUC -Auditor Comments
- COM Comments Received
- DSA -Draft License sent to Applicant
- GEN General
- MID March In Date
- MOD Modification
- REL Related Licenses
- SUB Sublicense

Milestones Section: 004.04.07

Overview

The Milestones page of the License Record Screen is the seventh page of the License record.

Functions



This page contains a scrollable list of the relevant milestones to the License and a text area for entering the practical application. The *Add*, *Edit*, and *Delete* buttons are available for manipulating the records.



Module Related Tables Section: 004.05

Module Related Tables

The License Module consists of the License table and a number of other related tables. This section identifies those tables.

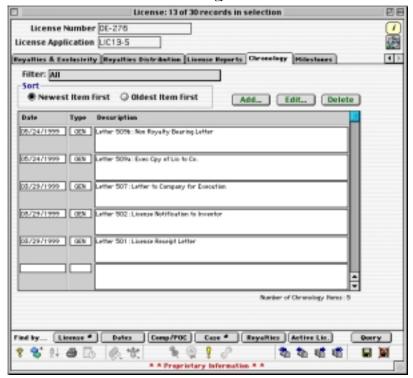
Related Tables

Table	Description	Further Relations
License Chronology	A related many table linked via the License ID field, that identifies numerous events in the life of a License.	None
License Royalties	A related many table linked via the License ID field, that identifies multiple Royalties applicable to this license.	None
License Reports	A related many table linked via the License ID field, the stores reported information.	License Reports Content
License Milestones	A related many table linked via the License ID field, that details significant events in the life of a License.	License Milestones Chronology
License Technologies	A related many table linked via the License ID field, that lists all related Technologies.	Technology
License Royalty Distribution	A related many table linked via the License ID field, that contains records detailing each distribution of funds to one or more recipients.	People
License Royalty Recipients	A related many table linked via the License ID field, that identifies individuals or Field Centers that are recpients of royalties for this license.	People

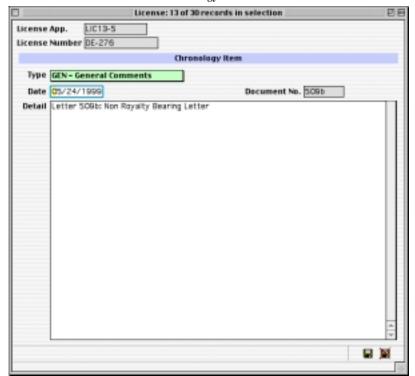
Section: 004.05

License Chronology

License Chronology List Screen



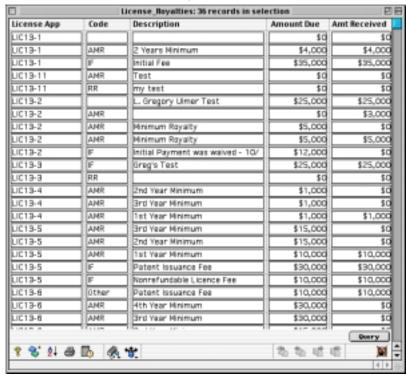
License Chronology Record Screen



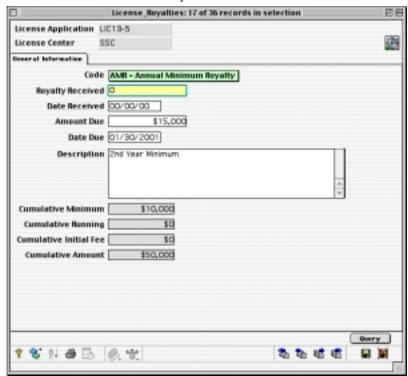
Module Related Tables Section: 004.05

License Royalties

License Royalties List Screen



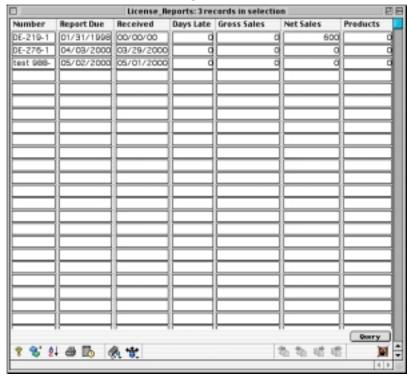
License Royalties Record Screen



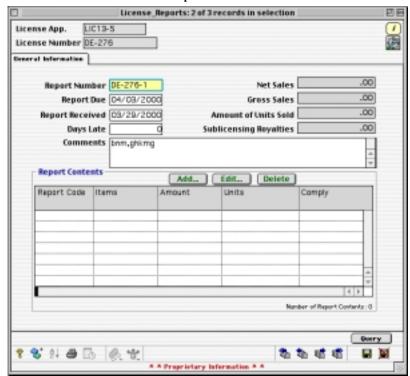
Section: 004.05

License Reports

License Reports List Screen



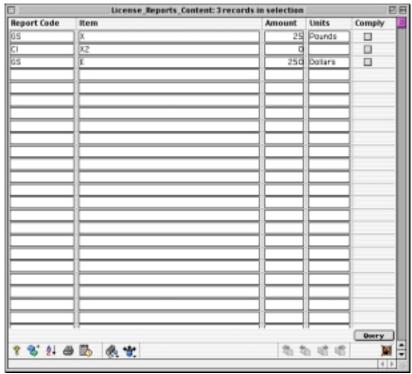
License Reports Record Screen



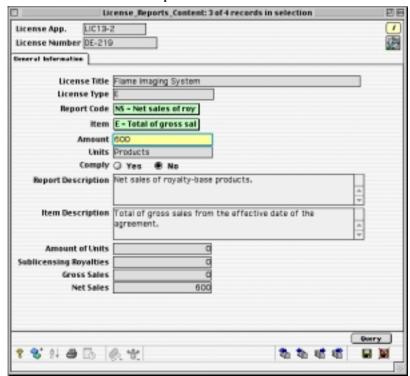
Module Related Tables Section: 004.05

License Reports Content

License Reports Content List Screen



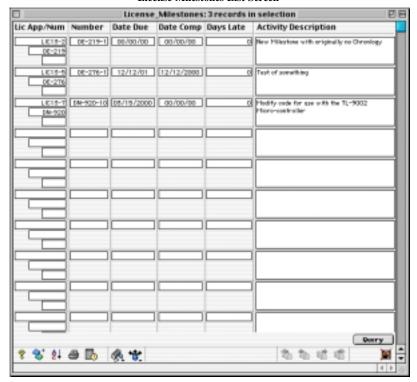
License Reports Content Record Screen



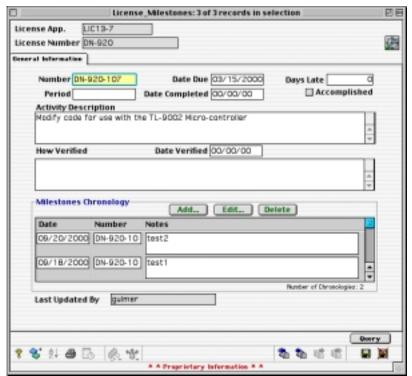
Section: 004.05

License Milestones

License Milestones List Screen



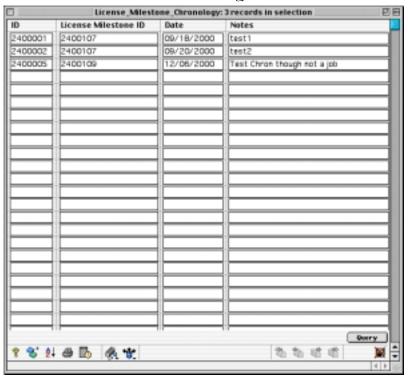
License Milestones Record Screen



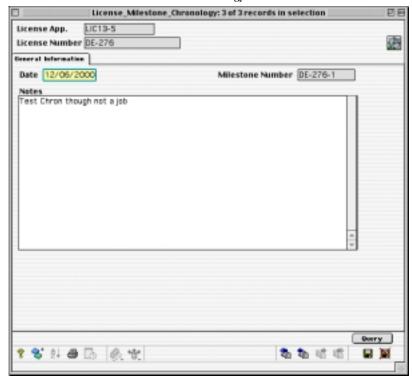
Module Related Tables Section: 004.05

License Milestones Chronology

License Milestones Chronology List Screen



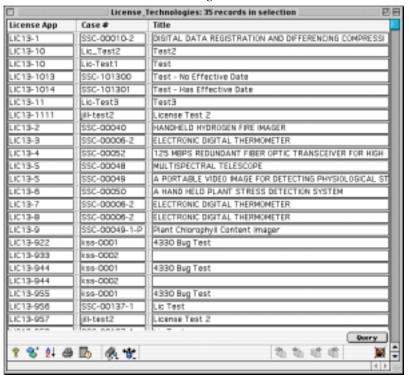
License Milestones Chronology Record Screen



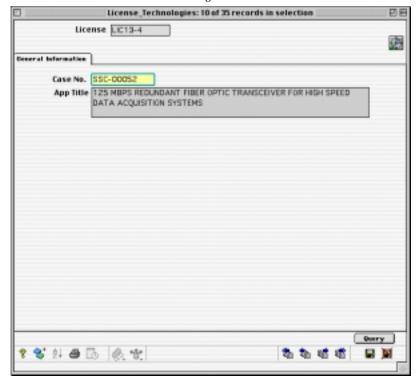
Section: 004.05

License Technologies

License Technologies List Screen



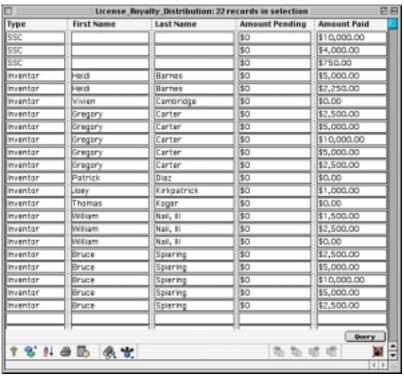
License Technologies Record Screen



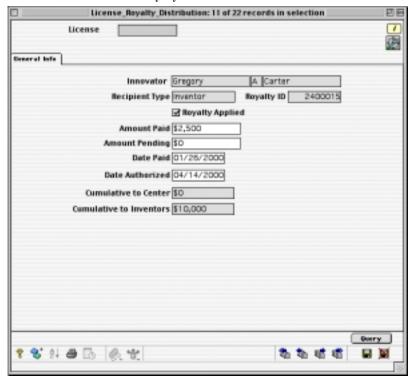
Module Related Tables Section: 004.05

License Royalty Distribution

License Royalty Distribution List Screen



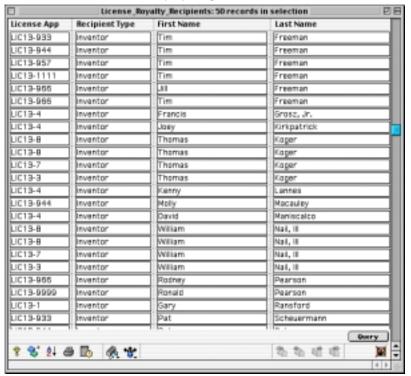
License Royalty Distribution Record Screen



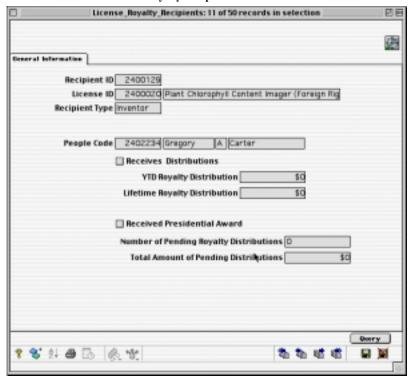
Section: 004.05

License Royalty Recipients

License Royalty Recipients List Screen



License Royalty Recipients Record Screen



Section: 004.06

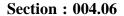
Notes and Contact Information

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